

1 April 1952

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: A Note on Policies and Procedures for Your
IAD Meeting Tuesday, 1 April

1. You will recall that last Thursday you asked me to give you a note bearing upon my functions which might be useful to you in discussing the above subject with your Assistant Directors.
2. Whereas a full statement of the relations of the intelligence offices and the duties of your immediate staff might modify some of the following points, it is recognized that such things must evolve and that changes will be made from time to time. In respect of the ways in which I believe I could be helpful to you and the other AD's I would propose for the time being that your remarks might take the following turn:
 - a. OIC will assist the DD/I and the IAD's in solving relationship problems intra-agency as well as interagency. He will be responsible for identifying problems of coordination and recommending appropriate solutions.
 - b. The IAD's should feel free to consult OIC on developing problems or solutions which bear upon these relationships at an early stage without feeling that they must first exhaust their own resources or that they are bucking the problem to a higher level and in so doing are guilty of inadequate staff work.
 - c. On occasion the DD/I will assign a particular problem to OIC for coordination or will refer a paper to him for concurrence.
 - d. In order that OIC may be kept fully informed regarding the development of interagency relationships in particular, the AD's are requested to send to OIC copies of interagency correspondence signed by them as well as copies of recommendations being sent to the DCI or the DD's with respect to matters involving coordination. Copies should not be sent, however, when the correspondence deals with special intelligence or restricted data, although coordination problems in these fields may be brought to Mr. Reber's attention in other ways.

JAMES Q. REBER
Assistant Director
Intelligence Coordination